



**City of Manchester  
Fire Department**

100 Merrimack Street  
Manchester, New Hampshire 03101-2208  
(603) 669-2256 – BUSINESS  
(603) 669-7707 – FAX



Joseph P. Kane  
Chief of Department

## Checklist for Obtaining a Place of Assembly Permit

### Health Department (624-6466)

Anyone serving food or alcohol must apply for a Health Department Permit. At the Health Department present three (3) sets of floor plans drawn to scale detailing equipment, layout, and plumbing. Upon approval of your plans you will receive a yellow sign off sheet. This sign off sheet requires signatures from the Health, Plumbing & Heating, Electrical, Zoning, City Clerk and Fire Prevention Departments.

### Building Department (624-6475)

With the stamped prints of floor plan from the Health Department, go to the Building Department to obtain a Certificate of Occupancy and Compliance sign off sheet. Complete building and site plans must be obtained with an affidavit from owner for permission to build and occupy. If you are going to put up a sign, you need a sketch of the sign, to be approved by the Building Department.

### City Clerk's Office (624-6455)

Business engaged in certain activities, including but not limited to Sunday activities, dance, peddler, fairs, entertainment, or mechanical devices; must complete a Business License Application. The application, accompanied by the Food Permit Sign Off Form shall be obtained at the Business Licensing & Enforcement Division of the City Clerk's Office.

### Fire Department (669-2256)

You will need an inspection from the Fire Department. Go to Fire Prevention Bureau with a scaled diagram of seating, exits, exit lights, emergency lights, and extinguishers for approval. The Fire Prevention Bureau sets the seating capacity. Upon approval of the Health Department and Building Department, a Place of Assembly Permit will be issued. You will receive two copies of the Permit. One copy **MUST** be displayed in a public place. The other copy is for the New Hampshire State Liquor Commission (only if you plan to obtain a Liquor License).

### Liquor License (271-3755)

If you will be serving alcohol, contact the NH State Liquor Commission to apply for a Liquor Permit.